



STATE OF TENNESSEE  
PEACE OFFICER STANDARDS AND TRAINING COMMISSION  
3025 LEBANON PIKE  
NASHVILLE, TENNESSEE 37214-2217  
PHONE: 615-741-4461

---

### **RENEWAL OF RETIRED LAW ENFORCEMENT OFFICER SAFETY ACT**

Thank you for your request to renew your LEOSA Certification. In order to renew, you will need to take the following steps:

Complete and sign the LEOSA Renewal for Retired Law Enforcement Officers Form (IN-1733). This renewal application can be found on the website at <https://www.tn.gov/commerce/post.html>.

You have the option of a card that is renewable every four (4) years, which is valid **ONLY** in the State of Tennessee or a card that is renewable annually. *As of **July 1, 2017**, a **TBI/FBI fingerprint report is required for the annual nationwide card**. See below for **IdentoGo fingerprint instructions**.*

Go to an approved firing range, and qualify. You will need a certificate and firearms roster showing qualification. The roster needs to list each weapon used to qualify including the make, model, serial number, and caliber.

Return form IN-1733, a copy of your certificate and roster from the range and a check for ten-dollars (\$10.00) made out to the State of Tennessee, P.O.S.T. Commission. You may bring by your documents and payment to our office located at 3025 Lebanon Pike, Nashville, Tennessee 37214, during the business hours of 8:00 a.m. to 4:30 p.m., or you can mail it to our office directly. Upon your application being processed, you will be issued a new card and certificate.

At the IdentoGo vendor, an applicant's fingerprints will be taken electronically and submitted directly to the TBI/FBI. The criminal history report will then be sent to the State of Tennessee, P.O.S.T. Commission Office within five (5) to seven (7) business days. A fee of **\$35.15** is required to be paid directly to the IdentoGo at the time the applicant's fingerprints are taken. To utilize the services of IdentoGo and properly complete the process, please comply with the IdentoGo Tennessee applicant processing services form. These directions can be found on the website, <https://www.tn.gov/commerce/post.html>.

If you should have any further questions, please feel free to contact our office during regular business hours of 8:00 a.m. to 4:30 p.m. at (615) 741-4461.